

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
February 8, 2017
8:15 – 9:30 AM
Oak Knoll – Staff Room

2016-2017 Executive Board Officers:	
Janelle McCombs, President	Tamara Russel, Communications Chair
Christa West, Vice President	Kristen Gracia, Oak Knoll Principal
Stephanie Chen, Parliamentarian	Jonathan Coldoff, Guest Oak Knoll Assistant Principal
Lauren Heysse, Secretary	Trish Stella, Teacher Representative
Karen Dobbyn, Treasurer	Christa West, Co-MPAEF Representative
Renee Bache, Financial Secretary	Sherrie Feinstein, Auditor

Absent: Renee Bache

Quorum present: Yes

I.	Call To Order	Janelle McCombs
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The meeting was called to order at 8:30am by President, Janelle McCombs.

II.	PTO Board Meeting Minutes – Approval	Lauren Heysse
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The January 11, 2017 PTO Board Meeting minutes were approved by board.

III.	Treasurer’s Report	Karen Dobbyn
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- Starting to make payments for the 2017/18 school year
- Corporate Matching: \$14,500 for the year (received final amount of \$500 in January), budgeted \$8,000 – next year will budget for more and plan for it
- Basketball: Profit of \$6k (which is much more than in the past as we should not make any money), Karen to research and report back next meeting
- Volleyball: Profit of \$1k (also to review)
- Book Fair: Profit of \$3,300
- District Dues paid
- Paint stripe on track: \$780
- Balclutha: Paid for 2017/18 school year
- Field Trips: Caught up in billing
- Mission building supplies paid
- Outside Programs paid: Love to Sign, A touch of earth, Dideridu
- MPCSD: Bill for Survey Monkey paid – to research and cancel as we are not using
- Scholarships: PTO covers some scholarships for Winter after school activities (after school programs usually offer one scholarship and PTO covers any additional students) – as OK is now inviting more students to participate in Winter after school activities (also College Bound students) - Kristen has additional funds for these kids if needed

IV.	Teachers’ Update	Trish Stella
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- College Bound kids: Pleased that OK is including them in winter after school programs
- Student Performances: Teachers love how the performances (i.e., Lion King) bring our school community together

- Measure X: Many teachers participated in the walk this past weekend and many signed up for March 4th walk
- Annual Teacher/Union Negotiation: Met this month to start discussions, positive meeting, feels like a partnership
 - Salary: Negotiations occurs after Measure X vote
 - Calendar: Finalized 2017/18 school calendar

V.	Oak Knoll Update	Kristen Gracia, Jonathan Coldoff
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- A lot of excitement at school
- Outdoor Ed: Students are having a blast even in the rainy weather - “wet and muddy, but having fun”, Teachers reached out to parents to give them an updated
- Staff Meeting: Preparing for feedback February from the Panorama Parent Survey
 - Highest parent participation of any of the schools (+500 parents) (Superintendent will bring popsicles one day for all OK students)
 - Created a culture that everyone’s voice matters: Believe high participation rate is due to all students taking part in the survey (OK is the only school that did a K-2 survey) and OK school communication
 - Panorama platform: Very happy with it (survey has ability to compare OK to district and national schools) – plan to have annually survey
 - Site Council: One of the biggest roles of Site Council is to review, analyze and evaluate survey results
 - Kristen is meeting with the Site Council president to plan the evaluation process, and discuss trends, opportunities of development, communication with parents and students, etc.
 - Kristen will be meeting one on one with each teacher, teachers will lead the conversation with Kristen and will have created their own reflection sheet to use for the basis of discussion
- Kindergarten Enrollment and Information
 - Hosted Information night at OK and having incoming parent tours
 - Enrollment lower (as OK is supposed to be getting smaller)
- Readers and Writers Workshop: Huge success with program and Kristen will highlight in upcoming newsletter
 - Fifth grade writing: Kristen read some of their work, very impressed
- Valentine’s Assembly: Kristen and school counselor are feeling a need to celebrate diversity with a “Feel the Love at Oak Knoll” rally on 2/14 to celebrate our differences – OK will send out a Valentine’s Day email blast to the families on the 14th to inform them of the rally
- Technology Coffee Talk: 2nd annual talk, 20 attendees
 - By grade: Talked about the different Technology being using across the various grade levels
 - Digital citizenship overview
 - Common Sense Digital Media: Great tool/website to use at home to help families decide what is appropriate at home
 - Compulsive Use: Discussed compulsive behaviors with the use of technology and tools to overcome (guided access on iPad, time limits, turn off parts of screen)
 - OK Webpage: Aim to include tools and guidance for parents in regards to technology
 - Cellphones: Not allowed to be used on campus – more and more students have phones

- Community Agreement: OK would like to host a parent event around technology safety and discuss a community agreement in regards to technology (parents to discuss the role of technology on playdates, sleepovers, etc. – iPad, TV, devices in rooms with closed doors)
- Boy focused events: Would like to have some events geared towards boys, especially good sportsmanship

VI.	District Update/ MPAEF Update	Christa West, Janelle McCombs
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- 97% of financial goal met, still need to raise \$500k to get to the goal of \$3.7 – hoping additional donations will come in from auction and Run

VII.	District Council / Parent Ed Updates	Christa West
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- Technology Coffee Chat: Very helpful, parents want more information in regards to Technology safety at home
- Girls' Leadership Workshop: Wrapping up, very successful
- Empowering Girls Speaker Series on 2/28 at Hillview: OK hosting and needs to provide 4 volunteers, food, water, clean up

VIII.	Other PTO Updates	Janelle McCombs
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- PTO Executive Board terms of office: Discussed extending the terms of certain board positions
 - Treasurer: Discussed extending to 2 years (hardest parts are 1099s and corporate matching, need a financial background), would be helpful to have someone on PTO Membership Board as the Corporate Match expert
 - Financial Secretary: Not a link to Treasurer, so does not have to become Treasurer (now taking care of PTO receipts)

X.	Nominating Committee Update	Stephanie Chen
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- Treasurer role: Need to discuss if Treasurer role will be a 2-year role
- Nominating Committee: 4 of the 5 spots filled
- Open Positions:
 - VP
 - Financial Secretary
 - Secretary
 - Communications
 - Auditor

IX.	Adjournment	Janelle McCombs
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President Janelle McCombs adjourned the meeting at 10:00 a.m.

Respectfully submitted,
 Lauren Heyse, PTO Secretary
 Date approved: 3/8/2017